

**BY ORDER OF THE COMMANDER
AIR FORCE OFFICER ACCESSION
AND TRAINING SCHOOLS (AETC)**

AFOATS INSTRUCTION 36-2301

19 APRIL 2005



Personnel

AFOATS CURRICULUM COORDINATION WORKING GROUPS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFOATS/CRD
(Mr. James Wiggins)
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Certified by: HQ AFOATS/CR
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This instruction implements AFRPD 36-23, *Military Education*, and AUI 36-2320, *Curriculum Integration Groups*. It prescribes the mission, responsibilities, policies, membership, frequency and approval of the Air Force Officer Accession and Training Schools (AFOATS) Curriculum Coordination Working Groups (CCWG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force AFRIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. It applies to the AFOATS Curriculum Division (AFOATS/CR), Officer Training School (OTS) and Air Force Reserve Officer Training Corps (AFROTC).

SUMMARY OF REVISIONS

This revision: removes AFJROTC; adds responsibilities (2); clarifies major curriculum changes (3.1); updates CCWG frequency (5); and defines approval authority (6). A star (★) indicates revised information from the previous version.

1. Mission. To ensure coordination and communication between AFOATS curriculum developers and OTS and AFROTC.

1.1. The Curriculum Coordination Working Group (CCWG) serves as a forum for sharing information and coordinating all additions, deletions, and revisions to the OTS and AFROTC curriculums to ensure all new instructional blocks and lessons are sufficiently developed, reviewed and coordinated prior to major alterations to the OTS and ROTC courses. This includes, but is not limited to, exchanging information on curriculum issues, teaching materials and instructional methodology.

★2. Responsibilities:

2.1. A curriculum area manager (CAM) responsible for a particular area of the AFOATS curriculum will chair the CCWG relating to their core curriculum area: leadership studies, profession of arms, communication skills, military studies/international security studies and field leadership.

2.2. The CCWG Chairperson is responsible for convening and presiding over the deliberations of the CCWG. The CCWG chairperson, in coordination with working group members, will determine meeting schedules, locations, and agendas.

3. Policy.

★3.1. Curriculum Changes. The following constitutes a “major curriculum change.”

3.1.1. All new instructional blocks or lessons.

3.1.2. Any addition, revision, or deletion to AFROTC or OTS curriculum judged to be significant by the AFOATS Commander, the Director of AFOATS Curriculum, the AFROTC Commander, or the OTS Commander.

3.1.3. A change in more than 25 percent of the content of an existing lecture, seminar or training exercise.

4. Membership

4.1. Each OTS CCWG is comprised of at least one representative from AFOATS/CR (chair person), one from the 23rd Training Squadron, one from the 24th Training Squadron, one from OTS/CCV.

4.2. Each ROTC CCWG is comprised of at least one representative from AFOATS/CR (chair person), one AFROTC Instructor from each AFROTC region, and if possible, a representative from AFROTC/DOT.

★5. Frequency.

5.1. As a minimum, there will be a standing CCWG for OTS (addressing both the 23rd and 24th Training Squadrons) for each major division of the AFOATS core curriculum: leadership studies, profession of arms, communication skills, military studies/international security studies, and field leadership.

5.2. A CCWG will convene prior to the start of the AFOATS/CR text review cycle. Meetings of the CCWGs will be convened thereafter, as necessary. Any member of the CCWG may call an out-of-cycle CCWG meeting at any time commensurate with a major curriculum change.

- ★6. **Approval.** Major changes to the OTS, or AFROTC curriculums will be referred to the Director, AFOATS/CR and respective school commanders (OTS/CC or AFROTC/CC) for approval, prior to implementation.

FLOYD L. CARPENTER
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Commander, AFOATS

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-23, *Military Education*

AUI 36-2320, *Curriculum Integration Groups*

Abbreviations and Acronyms

AA – Area Administrators

AFOATS – Air Force Officer Accession and Training Schools

AFROTC – Air Force Reserve Officer Training Corps

CAM – Curriculum Area Manager

CCWG – Curriculum Coordination Working Group

COAR – Council of Area Representatives

OTS – Officer Training School